

Deadline Cycle Schedule

| | Monday | | Tuesday/Block | | Friday |
|---------------|---|--|--|--|--|
| Week 1 | <p><u>Design Team:</u></p> <ul style="list-style-type: none"> • Team meeting • Complete Planning Guide | <p><u>Writing Team:</u></p> <ul style="list-style-type: none"> • Team meeting • Complete Planning Guide | <p><u>Design Team:</u></p> <ul style="list-style-type: none"> • Gather and upload photos • Tag and place photos • Write cutlines | <p><u>Writing Team:</u></p> <ul style="list-style-type: none"> • Schedule interviews • Complete story/brief research • Write rough draft and conference over draft with executive • Publish story/briefs • Weekly Final Product Expectations: 1 brief, 1 story, and 1 yearbook option (write cutlines, write yearbook blurb, tag photos) | <p><u>Both Teams:</u></p> <ul style="list-style-type: none"> • Complete the self-assessment rubric • Clean up work from the week • Plan for Week 2 |
| Week 2 | <p><u>Design Team:</u></p> <ul style="list-style-type: none"> • Team meeting • Executives/Asst. Executives check in with team progress | <p><u>Writing Team:</u></p> <ul style="list-style-type: none"> • Team meeting • Executives/Asst. Executives check in with team progress | <p><u>Design Team:</u></p> <ul style="list-style-type: none"> • Gather and upload photos • Tag and place photos • Write cutlines • Edit and revise pages • Final Product Expectations: 2 completed pages (see checklist) and 2 pages in progress by the end of the cycle | <p><u>Writing Team:</u></p> <ul style="list-style-type: none"> • Schedule interviews • Complete story/brief research • Write rough draft and conference over draft with executive • Publish story/briefs • Weekly Final Product Expectations: 1 brief, 1 story, and 1 yearbook option (write cutlines, write yearbook blurb, tag photos) | <p><u>Both Teams:</u></p> <ul style="list-style-type: none"> • Complete the self-assessment rubric • Complete one final product rubric for the deadline cycle • Clean up work from the week • Plan for Week 3 |

Deadline Cycle Schedule

| | Monday | | Tuesday/Block | | Friday |
|---------------|---|--|--|--|--|
| Week 3 | <p><u>Design Team:</u></p> <ul style="list-style-type: none"> • Team meeting • Complete Planning Guide | <p><u>Writing Team:</u></p> <ul style="list-style-type: none"> • Team meeting • Complete Planning Guide | <p><u>Design Team:</u></p> <ul style="list-style-type: none"> • Gather and upload photos • Tag and place photos • Write cutlines | <p><u>Writing Team:</u></p> <ul style="list-style-type: none"> • Schedule interviews • Complete story/brief research • Write rough draft and conference over draft with executive • Publish story/briefs • Weekly Final Product Expectations: 1 brief, 1 story, and 1 yearbook option (write cutlines, write yearbook blurb, tag photos) | <p><u>Both Teams:</u></p> <ul style="list-style-type: none"> • Complete the self-assessment rubric • Clean up work from the week • Plan for Week 4 |
| Week 4 | <p><u>Design Team:</u></p> <ul style="list-style-type: none"> • Team meeting • Executives/Asst. Executives check in with team progress | <p><u>Writing Team:</u></p> <ul style="list-style-type: none"> • Team meeting • Executives/Asst. Executives check in with team progress | <p><u>Design Team:</u></p> <ul style="list-style-type: none"> • Gather and upload photos • Tag and place photos • Write cutlines • Edit and revise pages • Final Product Expectations: 2 completed pages (see checklist) and 2 pages in progress by the end of the cycle | <p><u>Writing Team:</u></p> <ul style="list-style-type: none"> • Schedule interviews • Complete story/brief research • Write rough draft and conference over draft with executive • Publish story/briefs • Weekly Final Product Expectations: 1 brief, 1 story, and 1 yearbook option (write cutlines, write yearbook blurb, tag photos) | <p><u>Both Teams:</u></p> <ul style="list-style-type: none"> • Complete the self-assessment rubric • Complete the second final product rubric for the deadline cycle • Clean up work from the week • Plan for the next deadline cycle |